



JOB VACANCY

Job Title:	Project Coordinator (Lead Pie Man)
Type of role:	Fixed term, October 2021 – July 2022 (with potential of extension)
Hours:	Part time – 30 hours per week (equivalent of 4 days per week)
Place of work:	Home working & work within various community venues
Availability:	Flexible working (across daytimes Monday – Friday, some early evenings, and occasional Saturdays)
Rate of pay:	£24,500 – £26,500 pro-rata (Dependant on experience)

Funded by Movember, we are Men's Pie Club (MPC). We like to say we're just a bunch of #LocalGuysMakingPies. But the truth is, we're so much more. We harness the power of the pie to improve social connections for men at risk of, or experiencing, social isolation.

We run weekly group meet-ups in community settings across the North East. Our aim is to cultivate a supportive peer network of men with cooking, eating and socialising at the core.

Want to be the person that makes MPC work seamlessly on the ground and play a big part in helping to scale the project? Then we want to hear from you.

SUMMARY OF MAIN DUTIES

- Support and facilitate Pie Clubs in communities across the North East
- The odd bit of pie tasting – someone needs to test the creations, right?
- Work closely with men on an individual and group basis to achieve positive outcomes linked to improving their social connectivity
- Lead the recruitment, induction and ongoing support of our MPC Members, volunteer ambassadors and host venues
- Deputise for MPC Leaders (running clubs in their absence)
- Oversee food and equipment provision
- Overall management and administration of monitoring and evaluation systems
- Contribute to the ongoing development of the MPC Toolkit and scale up plans (we've got some big aspirations for Men's Pie Club!)
- Develop strategic partnerships and strong relationships with public health, healthcare and social inclusion professionals

Detailed Role Responsibilities

- Run 1 MPC as the Lead Pie Man and support MPC (volunteer) Ambassadors in all other clubs (up to 8 clubs in total)
- Keep communication channels open with each host venue and leaders, with regular phone and in-person contact as needed
- Deputise for MPC Leaders in running their clubs when they are not available to do so
- Recruit and on-board new members, supporting individuals to attend clubs:
 - o Actively recruit new members through developing relationships with referral partners and raising the profile of MPC in local communities

- Process referrals and new member sign-ups, making contact with every potential member
- Match men with appropriate clubs and connect them to MPC Leaders
- Meet with men prior to their first attendance, where necessary
- Check-in with men new to MPC after their first club session/experience
- Manage and keep the Club waiting list and venue availability up to date
- Distribute marketing resources in local areas (posters, flyers etc.)
- Manage the monitoring and evaluation systems:
 - Monitor, update and manage the MPC database system
 - Upload attendance records and new member profiles to the database
 - Distribute evaluation surveys and encourage evaluation engagement
 - Submit evaluation data with the global Movember evaluation team
 - Work closely with the MPC local evaluation consultant to develop social impact reports
- Support the set-up and sustainability of Men's Pie Clubs:
 - Be the point of contact for host venues and leaders
 - Invite new MPC leaders to your own club sessions
 - Attend the first 3-6 weeks of each Pie Club whilst working with the identified leaders to 'show-them-the-ropes'
 - Attend at least 1 other Pie Club per month to monitor how it operates, to ensure MPC culture is maintained, and to support target outcomes
 - Provide resources for clubs as required (e.g. registration forms, recipes, club specific reports)
- Lead MPC Leader and Host Venue training:
 - Organise and deliver training workshops for new host venues and pie club ambassadors using the Men's Pie Club Toolkit
 - Train new leaders how to use kitchen equipment, and provide basic cooking and pie making skills
 - Provide mentorship for volunteer club leaders
- Coordinate supplies for each club regularly:
 - Support clubs to establish a system for food shopping
 - Manage the provision of petty cash for each club
 - Purchase and deliver equipment for clubs as and when needed
- Promote Men's Pie Club in professional networks:
 - Attend local events and conferences to represent Men's Pie Club
 - Develop and maintain relationships with healthcare professionals, social prescribing professionals and other referral partners
- Contribute to the ongoing development of the MPC Toolkit
 - Actively use and evaluate each section of the toolkit in MPC activity
 - Work closely with the Scale Up Management team to apply updates to the toolkit

As part of this role, you will work closely with our marketing and evaluation teams.
They're a lovely bunch.

PERSON SPECIFICATION

Applicants must demonstrate that they have the skills outlined below.

The Lead Pie Man (Project Coordinator) requires strong communication and interpersonal skills. You will be committed to the principles, values and aspirations of Food Nation and Men's Pie Club. You will be a well organised person able to work independently and develop strong stakeholder relationships.

PERSONAL QUALITIES

It is **essential** that the postholder possess the following:

- Friendly, polite and patient
- Flexible and quickly adaptable
- Commitment to working as part of a diverse staff and volunteer team
- Commitment to putting service users at the heart of our work
- Drive, energy and enthusiasm
- Honest and reliable
- Self-motivated and hardworking
- Positive and proactive in difficult situations

EXPERIENCE AND KNOWLEDGE

It is **essential** that the postholder has the following:

- Knowledge of issues associated with social isolation and male mental health
- Working knowledge of person-centred work
- Knowledge of social prescribing and healthcare referral pathways

It is **desirable** for the postholder to have the following:

- Good knowledge of basic nutrition principles
- Experience of teaching and/or coaching people in group situations
- Experience of supervising and mentoring volunteers
- Experience of working within the voluntary and community sector
- Experience of working with within public health, community and/or social care

SKILLS AND ABILITIES

It is **essential** that the postholder has the following:

- Ability to communicate effectively with men of all ages and backgrounds
- Ability to communicate effectively with professional public health and healthcare networks
- Excellent verbal and interpersonal skills
- Good experience of, or willingness to learn how to use, database systems for project management alongside good general ICT skills
- Ability to supervise the work of others (in this case, volunteer MPC Leaders)
- Ability to resolve problems occurring in relation to service users
- Able to recognise the unique potential of individuals from differing backgrounds
- Ability to establish good working relationships with service users, colleagues, external stakeholders

It is **desirable** for the postholder have the following:

- Strong cooking skills
- Like Pies. Or if not, likes to chat whilst making pies.

OTHER:

- A clean driving licence and use of your own car is essential
- Pre-employment and DBS checks will be required for the role

APPLICATION:

Please apply through submission of a CV and covering letter explaining why you think you would be best placed to deliver this work. We would like to see evidence of your experience and skills.

Please send your applications to joanna@foodnation.org *(CVs and letters should be saved and submitted as PDF files wherever possible)*

Closing date for applications: 12th September 2021

Interviews will be scheduled between 15th and 24th September
(please outline your availability during that week within your cover letter)

If you have any queries email joanna@foodnation.org